



We have a fulltime opportunity working at our Lake Street office as Administrative Assistant to our Family Preservation programs.

**Overview:** Provide administrative assistance to Supportive Visitation/Families First staff through the collection, organization and tracking of administrative and clinical information for Agency and State purposes. Provide information for and assist with program billing and payments. Assist with case file organization and case related activities.

**Qualifications:** High School diploma/GED with a combination of three (3) years relevant training/experience in an office setting. Bachelor degree in a Human Services field preferred. Additional qualifications include proficiency in Microsoft Office (Outlook, Word, Excel, etc.); excellent organizational skills, problem-solving and analytical skills. In this position the individual must have the ability to work independently and prioritize multiple tasks; effective communication skills and the ability to work well with and within diverse group of people.

Additional information on Family & Children Services can be found on our website, [www.fcsource.org](http://www.fcsource.org). Interested individuals please send cover letter and resume to [Laura.Dybevik@fcsource.org](mailto:Laura.Dybevik@fcsource.org) by October 30, 2015.

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